

23 January 1985

MEMORANDUM FOR: Director, Office of Personnel ✓

FROM: Executive Secretary, CIA

SUBJECT: Rotational Secretarial Assignments to the NSC



1. At the end of last week I received a call from [redacted] who asked if I would arrange to provide him with some files of individuals who would be available and interested in working (for him) at the NSC.

[redacted] approached Bob Kimmitt (Executive Secretary, NSC) with the fact that his secretary was leaving; Bob asked [redacted] contact me directly with this request.

2. The position to be filled is that of a GS-10, [redacted] indicated that he would not be adverse to have an up-and-coming GS-07 or -08 apply. The requirements of the position are what one might expect: professionally and technically capable; personable and gracious; able and willing to work the long hours and under the conditions of constant pressure that go with the territory; and, perhaps most importantly, the ability to work in, and be a member of, the Office of the President.

[redacted] it is not unusual for an individual who fills this position to work an average of 10 hours of overtime a week.

3. Would you advise me of what needs to be done in this regard and how the files of interested individuals can be passed on.

4. On a separate, but related, matter, some time ago Bob Kimmitt approached me on the way Agency personnel are detailed to the NSC. He mentioned that we are alone in providing individuals on a reimbursable basis. This anomaly causes them some problems (not the least of which, I believe, relates to the size of their staff budget--I honestly don't think they could function without "freebies"). At the time the subject came up I sort of "winged it" by saying it could cause some problems in perception if there were CIA people, being paid by CIA, working in a policymaking environment, and that this was something which probably posed less of a problem for other departments or agencies. I expect the question to come up again, however, and I would appreciate your views (and the General Counsel's if you feel appropriate) on what our policy is with regard to detailees to the NSC (re reimbursable vs nonreimbursable), and what that policy is based on.



cc: EX DIR
DDA

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